

CITY OF BLUE LAKE

CLASS TITLE: PARKS & RECREATION DIRECTOR

BASIC FUNCTION:

Under the direction of the City Manager, plan, organize, control and direct Parks & Recreation operations, activities, programs and services for the City and surrounding areas; coordinate and direct communications, information, personnel, marketing efforts and budget functions to meet community needs, enhance public participation in Parks & Recreation programs and services, and assure smooth and efficient Department activities; supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct Parks & Recreation operations, activities, programs and services for the City and surrounding areas; establish and maintain Parks & Recreation time lines and priorities; assure related activities comply with established standards, requirements, laws, codes, regulations, policies and procedures.

Coordinate and direct communications, information, personnel, marketing efforts and budget functions to meet community needs, enhance public participation in Parks & Recreation programs and services, and assure smooth and efficient Department activities; collaborate with City personnel, administrators and outside organizations in developing departmental programs.

Oversee the development and implementation of Parks & Recreation programs, services, activities, goals, objectives, plans, strategies, standards, processes, policies and procedures; monitor, evaluate and adjust Parks & Recreation programs and services in response to community needs and interests.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments, develop staff schedules and review work to assure compliance with established standards, requirements and procedures; coordinate and conduct departmental recruitment activities.

Coordinate and direct communications, services and information between City staff, outside agencies and the community; assure proper and timely resolution of Parks & Recreation issues and conflicts; establish and maintain partnerships with outside agencies to enhance support for, participation in, and effectiveness of Parks & Recreation programs and services.

Plan, organize, direct and monitor the use, rental and reservation of Parks & Recreation facilities by public and private parties; oversee and participate in receiving and responding to facility rental requests; direct the development of related schedules and calendars; assure proper preparation and processing of rental agreement and deposit reimbursement forms and paperwork.

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Ewing Consulting Services

Coordinate, direct and participate in marketing and promotional activities to facilitate and enhance public awareness of and participation in Parks & Recreation events and activities; oversee and participate in the preparation, design and distribution of flyers, announcements, advertisements, brochures, coupons and other promotional and informational materials.

Plan, organize, control and direct the operation of Parks & Recreation facilities; coordinate and direct skating rink operations, events, activities and related concessions and deposit reimbursements; direct activities to assure Parks & Recreation facilities are properly cleaned, maintained and repaired; monitor, evaluate and respond to facility needs and issues.

Develop and prepare the annual preliminary budget for the Parks & Recreation department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; administer the disbursement of departmental funds; monitor and assure proper collection and generation of Parks & Recreation revenue.

Plan, organize, control and direct operations and activities involved in leading, implementing and overseeing recreational activities for children enrolled in the After School program; oversee and interact with children during games, play, sports, homework and group activities as necessary; resolve child discipline issues in a proper and timely manner.

Monitor and evaluate Parks & Recreation programs and services for effectiveness and operational efficiency; respond to administrative, staff and public input concerning recreational needs; develop, implement and modify programs, policies and procedures to enhance the departmental effectiveness, operational efficiency and capacity to meet student needs.

Prepare, distribute and respond to a variety of correspondence; oversee and participate in the preparation, distribution and processing of various Parks & Recreation forms, applications and paperwork; prepare, verify and process employee payroll information.

Oversee and participate in the preparation and maintenance of various records, reports, files and documentation related to programs, services, budgets, revenue, schedules, attendance, expenditures, personnel, procedures, regulations and assigned duties.

Plan, organize and direct Summer Day Camp operations and activities; prepare related grants; develop and implement Summer Day Camp and related field trip programs and schedules; coordinate the purchase of related supplies.

Communicate with City personnel, outside agencies and the public to exchange information, coordinate activities and resolve issues or concerns.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

Coordinate, attend and conduct a variety of meetings; oversee and participate in coordinating and conducting special events for the community; present materials and information concerning Parks & Recreation operations, programs, services, events and related issues, needs and activities.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of Parks & Recreation operations, activities, programs and services.

Comprehensive organization, activities, goals and objectives of a community Parks & Recreation department.

Local, State and federal standards and requirements governing Department operations.

Principles, practices and procedures involved in the development and implementation of recreational programs, services, goals, objectives, plans, strategies, standards, projects, processes and procedures.

Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of the community.

Planning techniques and strategies related to Parks & Recreation programs and services.

Graduation and college admissions standards, requirements and procedures for high school students.

Policies and objectives of assigned programs and activities.

Oral and written communication skills.

Budget preparation and control.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Public relations techniques.

ABILITY TO:

Plan, organize, control and direct Parks & Recreation operations, activities, programs and services for the City and surrounding areas.

Coordinate and direct communications, information, personnel, marketing efforts and budget functions to meet community needs, enhance public participation in Parks & Recreation programs and services, and assure smooth and efficient Department activities.

Supervise and evaluate the performance of assigned staff.

Oversee the development and implementation of Parks & Recreation programs, services, activities, goals, objectives, plans, strategies, standards, processes, policies and procedures.

Plan, organize and direct the use, rental and reservation of Parks & Recreation facilities by public and private parties.

Coordinate, direct and participate in marketing and promotional activities to facilitate and enhance public awareness of and participation in Parks & Recreation events and activities.

Communicate effectively both orally and in writing.

Interpret, apply and explain laws, codes, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in recreation administration, physical education or related field and five years increasingly responsible experience working with parks and recreation programs and services including two years supervisory experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Hearing and speaking to exchange information and make presentations.

Bending at the waist, kneeling or crouching to assist children.

Reaching overhead, above the shoulders and horizontally.